



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 1.16.19	Interviewer: CM	RFA # 19- 21
Name of Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Requested Assistance Pertaining To (name, position, policy, project, etc.): Unknown male student		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:       Male     Female     Other :  
 He/Him/His     She/Her/Hers     They/Them/Theirs     Other :  
 Administrator     Faculty     Staff     Student

Concern Regarding:       Male     Female     Other:  
 He/Him/His     She/Her/Hers     They/Them/Theirs     Other :  
 Administrator     Faculty     Staff     Student  
 Other:

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input checked="" type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
		<input type="checkbox"/> Gender Identity or Expression		

Time Line		
Date	Item	Comments
1.16.19	[REDACTED] phone call to EO	[REDACTED] Phone call to EO wanting to talk about Title IX options and schedule an appointment. CM spoke with [REDACTED] and scheduled an appointment for 10:00 on 1.17.19
1.17.19	[REDACTED] and CM met in the EO Office	CM meeting with [REDACTED] in the EO Office. During the meeting [REDACTED] was emotional, with tears in her eyes while speaking with CM. (Not hysterical, but silent tears dropping from her eyes). [REDACTED] indicated she had experienced a sexual assault by another Western student, but had not reported it to the police.  CM explained the role of the EO office, provided copies of EO

brochure, explained protected categories and the EO office role, explained the EO is required to provide due process for all parties (so cannot take anonymous complaints), and serves as a neutral impartial factfinder.

CM provided [REDACTED] with copies of 1600.02, 1600.04, and 1600.02A. CM explained what the formal resolution process looks like, and informed [REDACTED] that an informal resolution would likely not be possible if it concerns a sexual assault. CM explained that a formal complaint, with a finding, is the only way an individual would be disciplined. CM explained a formal complaint can take up to 60 working days, and she would have every opportunity to respond to information provided by the other individual, and vice versa.

[REDACTED] said she did not have any classes with this individual but saw him around campus. CM explained the possibility of interim measures that could include a mutual no contact order. CM also explained that CM would be happy to talk to any professors to explain that [REDACTED] had come to the EO office and was experiencing a challenge.

CM explained CASAS and the counseling center were great resources. CM explained Deidre was out of town, but the counseling center is also a great resource. CM called the counseling center asking if they had any appointments today, and was told they had one at 3:00- CM handed the phone to [REDACTED] and she scheduled the appointment with the counseling center at 3:00. CM also offered to schedule a time for [REDACTED] to meet with Deidre when she gets back- [REDACTED] indicated she would like that, so CM will email Deidre asking for a time she could meet with [REDACTED] when she returns.

[REDACTED] indicated she had a concussion and was likely going to be missing some classes this week because the doctor said to take a week off. CM referred her to DAC. CM offered to walk [REDACTED] down to the DAC, but she said she had gone there once before for testing and knew where it was. CM told [REDACTED] that it would be important to go sooner rather than later to the DAC and [REDACTED] said she would go there right now.

[REDACTED] asked if there would be any way to see if she shared any classes with the person next quarter. CM explained that she can work with Michael Sledge to tell her if they have any classes together, but without a formal complaint with a finding, they would not be able to force the other individual out of the class. Due to FERPA, CM could not tell her what classes the individual is in. CM indicated however, that even without a formal complaint or finding, CM was able to provide whatever support necessary to help [REDACTED], such as talking to professors, or coordinating support from other offices.

[REDACTED] got very emotional when CM had asked if [REDACTED] was willing to share the name of the other individual. It seemed to CM like emotional support from a professional counselor (the counseling center, or CASAS) was what [REDACTED] was needing at the moment. CM asked [REDACTED] if she knew how/if she wanted to proceed and [REDACTED] indicated she wanted to think about what she would like to do, and talk to the counseling center. [REDACTED] never did disclose the name of the other individual.

CM explained that she did not want to have [REDACTED] recount the facts surrounding what occurred until she knew how she wanted to proceed, as CM did not want her to have to go through that difficult process

		before she knew what she wanted to do. [REDACTED] agreed. CM explained that whether or not to go forward with a formal complaint was entirely up to [REDACTED] and that there was not a time clock ticking that would prevent her from coming forward with a formal complaint. CM indicated she would be happy to meet with [REDACTED] again to answer any additional questions, or explore the options of a formal complaint, or of providing any other support she needed. [REDACTED] indicated she did not have any additional questions, but was happy to have an appointment with the counseling center, and was going to head down to the DAC following her meeting with CM.
1.17.19	CM email to Deidre	CM email to Deidre to try to coordinate a time that she could meet with [REDACTED] when she gets back (Deidre is gone until the 28 <sup>th</sup> )
1.17.19	Deidre email to CM	Deidre email to CM suggesting a meeting on the 29 <sup>th</sup> at either 9 or 11. Deidre also suggested if the student wanted to get in to CASAS earlier, they could make an appointment with a peer health educator on the CASAS general line.
1.17.19	CM email to [REDACTED]	CM email to [REDACTED] seeing if 9 or 11 would work for a meeting on the 29 <sup>th</sup> . CM also passed along the information regarding the peer health educators via the general line.
1.18.19	[REDACTED] email to CM	[REDACTED] email to CM saying she could meet at 10 on the 28 <sup>th</sup>
1.18.19	CM email to [REDACTED]	Cm email to [REDACTED] clarifying the date/time Deidre said she was available. (CM clarified it was the 29 <sup>th</sup> , not the 28 <sup>th</sup> Deidre had suggested).
1.28.19	CM email to Deidre	CM forwarded [REDACTED] contact information directly to Deidre to see if she would be able to coordinate with [REDACTED] directly, as there appeared to be some confusion in CM attempting to coordinate between the two.
		RFA Closed: No Further Action at this time as [REDACTED] did not reach back out to EO. Further action may be taken in [REDACTED] seeks additional assistance from EO.